

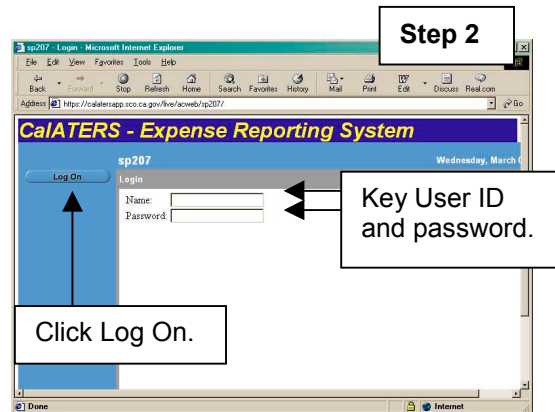


Change Your Reports Password

Step 1

To sign in to the CalATERS Reporting System,

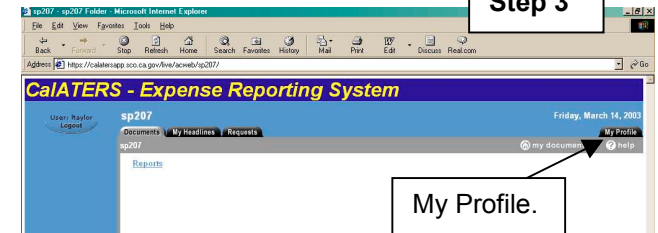
from the CalATERS web site at www.calaters.ca.gov, click **Reporting System**.



The CalATERS – Expense Reporting System displays. Key your User ID in the Name field and then key your Password.

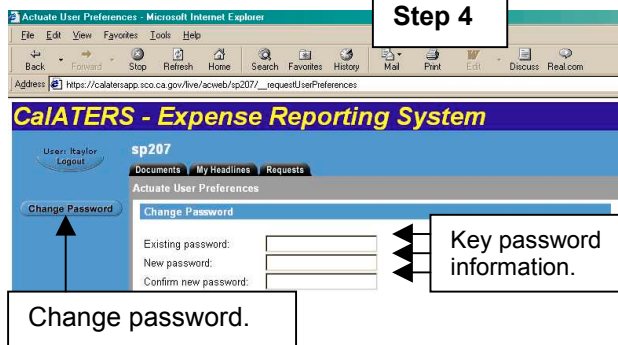
Click **Log On**.

Step 3



Click the **My Profile** tab on the far right.

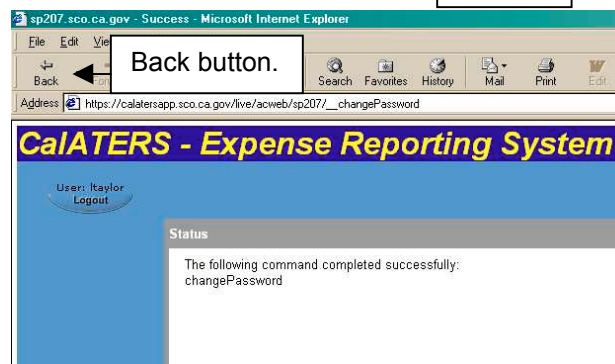
Step 4



Key your existing password, then key a new password and re-enter your new password in the confirm password field.

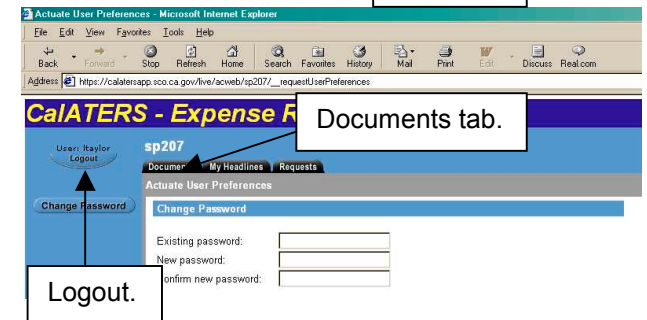
Click **Change Password**.

Step 5



You will receive a command completed message. Use your browser's back button to go back to the Profile screen.

Step 6



You can now view reports by clicking the **Documents** tab (see [How to Access CalATERS Reports](#) instructions) or click **Logout**.